EPath Help

File and Pay at:
http://sd.gov/epath

Contact Information

Email: EPath@state.sd.us
Motor Fuel Returns: Phone 605.773.4109
Sales, Use and Contractors' Excise Tax Returns: Phone 1.800.928.9188, Email: bustax@state.sd.us
911 Emergency Surcharge Returns: Phone 1.800.829.9188, Email: dor.911@state.sd.us

A. Create Account

User Name Criteria

Username must be minimum of 8 characters and cannot contain any special characters (< > ( ) [ ] " ' ; : | / % &).

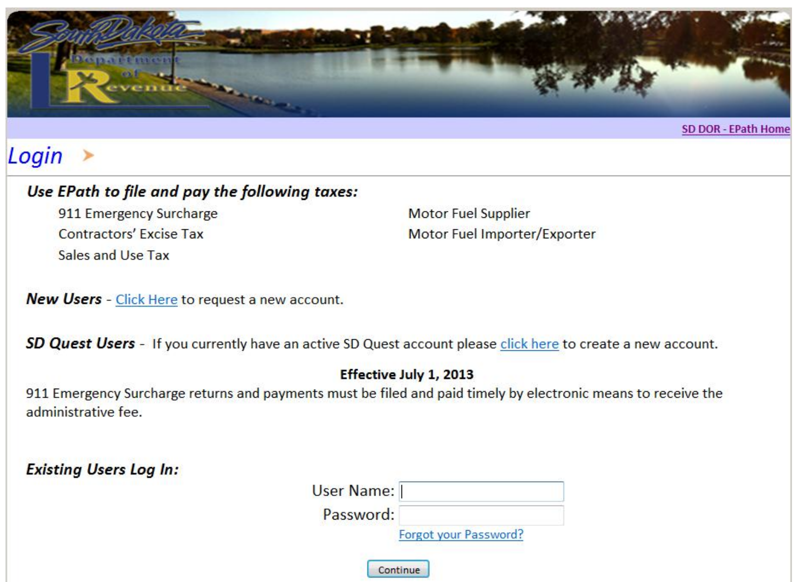
Password Criteria

Minimum password length is 8 characters.
Password must contain: 1 uppercase letter
1 lowercase letter
1 nonalphanumeric character (!@#$%^&*()?)

Owners with multiple locations or business that operate under the same FEIN may file for all licenses under one EPath account. Instructions on adding licenses to an EPath account are under Change Profile/Add License.

“Administrator”: The User Name used to create the EPath account is the “Administrator” for the EPath account.

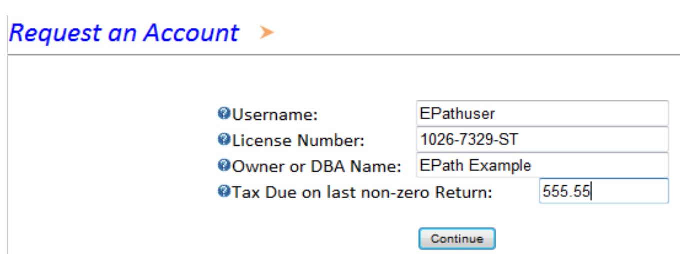
All changes to the account are done by the “Administrator”.



SD Quest Users

Enter your SD Quest User ID and PIN to create an EPath account. Create a User Name, confirm your email address, and select your security questions. A temporary password will be sent to your Email address. You may immediately log into EPath using this password. You are required to create a new password when you log in.

New Users



Enter the following information:

1. Username: You select the Username. Username must be minimum of 8 characters and cannot contain any special characters (< > ( ) [ ] " ' ; : | / % &).

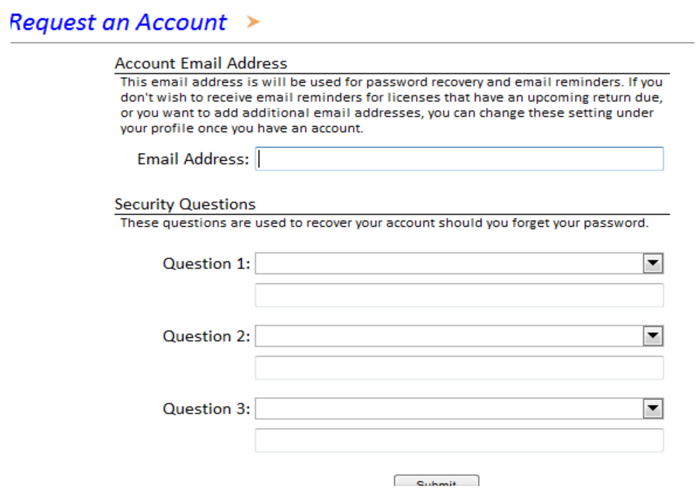
2. License Number: Enter the South Dakota license number exactly as displayed on the license card, tax return, or statement of account notice. The license number is 8 digits followed by the type of license (E9, PP, SU, IX, ST, MT, WT, UT, ET). The number may be entered with or without dashes. (Example: 9999-9999-E9 or 99999999ST)

If creating one EPath account for multiple locations (for the same owner), you may use the license number from any of the locations to create the account. The remaining license numbers may be added after the account is created.

3. Owner or DBA Name: Enter the owner or business name (DBA) exactly as it appears on the license card, tax return, or statement of account notice.

4. Tax Due on last non-zero Return: Enter the dollar amount of the tax due (excluding any interest or penalty) from your last non-zero return filed for that license with the South Dakota Department of Revenue.

   - **911 Emergency Surcharge licenses:** Enter "0" for Tax Due on Last non-zero Return.
   - **Motor Fuel Supplier licenses:** This is line 20 on your South Dakota tax return.
   - **Importer licenses:** This is line 19 on your South Dakota tax return.
     If you have only filed Motor Fuel Supplier or Importer returns indicating no tax due, call the Department of Revenue at one of the following numbers to setup an account: (605) 773-4109; (605) 394-3397; (605) 367-5259.
   - **Sales, Use and Contractors' Excise Tax licenses:** Enter the tax due (line 23) from your last non-zero return. Please call the Department at 1-800-829-9188 if you have not reported tax due.

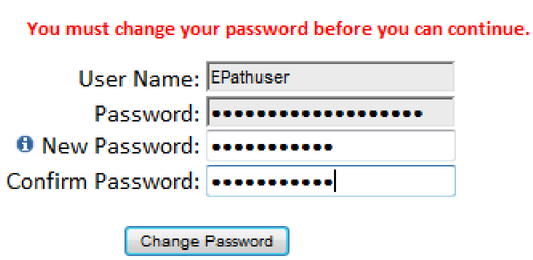


5. Account Email Address: This is the email address where reminders to file and reset passwords will be sent.

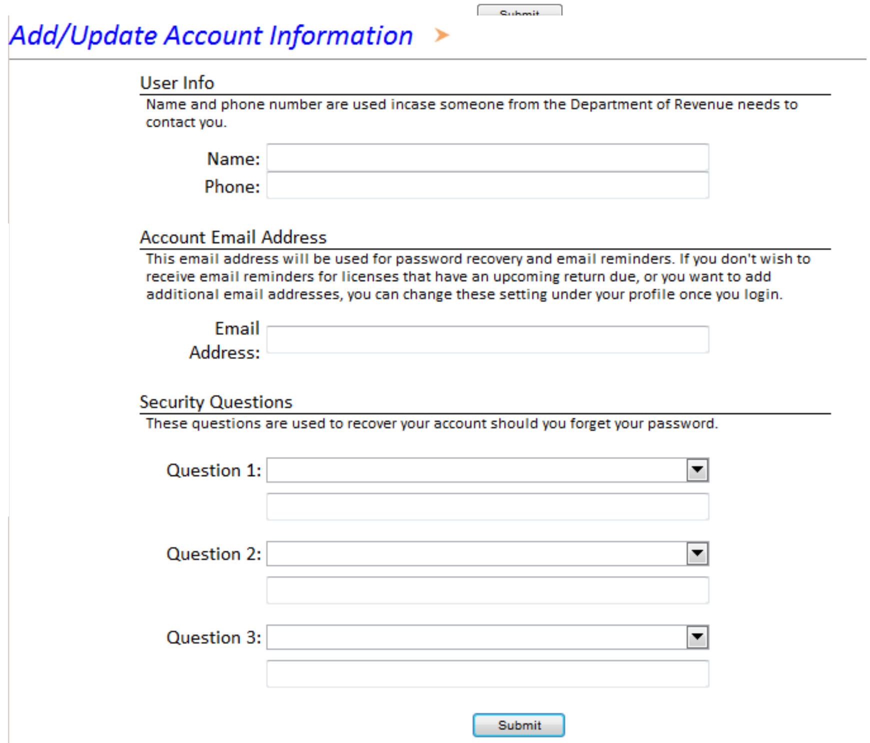
6. Security Questions: Select and answer three security questions. You will be asked to answer one of the questions should you forget your password.

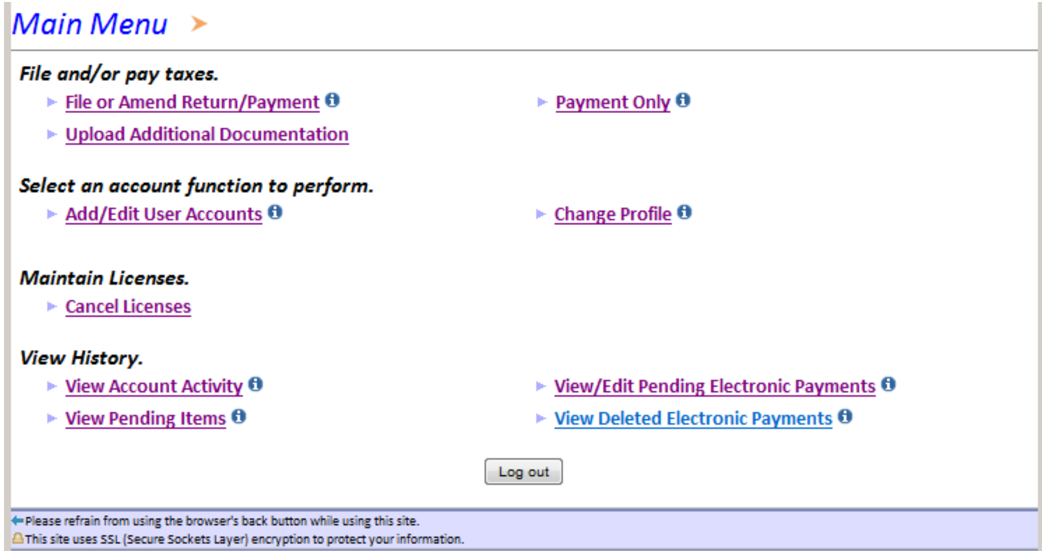
At this point the Administrator's account is created. The Department will mail you a password.

You are required to change the password and update your account information when you log in.



Minimum password length is 8 characters.
Password must contain: 1 uppercase letter
1 lowercase letter
1 nonalphanumeric character
(!@#$%^&*()?)

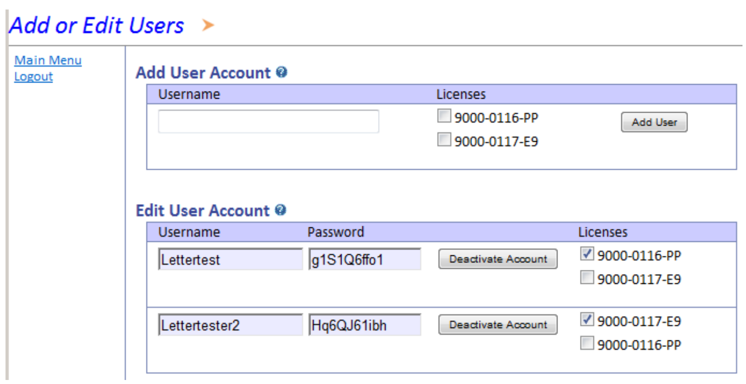




B. Add/Edit User Accounts

Only the administrator may access the Add/Edit User Accounts option on the Main Menu.

The administrator may add users and allow the users access to all or selected licenses to file returns and make payments. The administrator may also edit access to accounts or delete users.



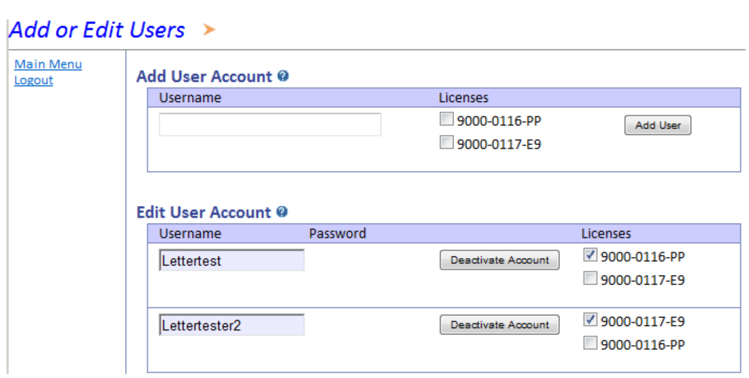
<u>Add User Account</u>

1. <u>Username</u> – Enter a Username. Minimum of 8 characters.
2. <u>Licenses</u> – Select the license(s) the user may have access to.
3. Click Add User. The Username and a password will show under Edit User Account.
4. Provide this password to the New User to use when logging in the first time.

When the new User logs in they are required to create a new password, set their security questions, and enter their name, phone #, and email address. Only the user may view their password and security questions.

<u>Edit User Account</u>

Changes made are automatically saved when exiting the Add or Edit Users page.



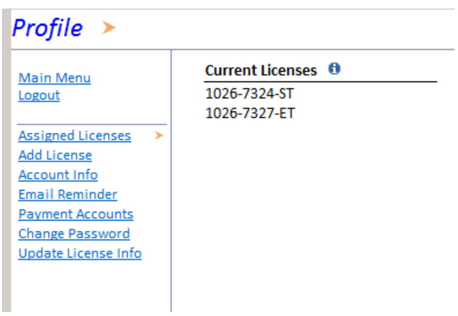
- <u>UserName</u> – Lists all Users that have access to records in the EPath account. **User Names cannot be changed**. To change a name, Deactivate the Account, then Add a User Account with the new name.
- To change the "Administrator's" User Name please call 1-800-829-9188.

- Password – Passwords are only displayed for new accounts or when a password is reset. The password is not displayed after the user changes their password. To change a password, go to Change Profile and select Change Password.
- Licenses – All licenses added to the EPath account are listed under each user. The user only has access to those checked. Select or unselect licenses for a user by checking or unchecking the box by the license number.
- Deactivate Account – Click this button to deactivate a user account. This immediately removes that Username from the account.

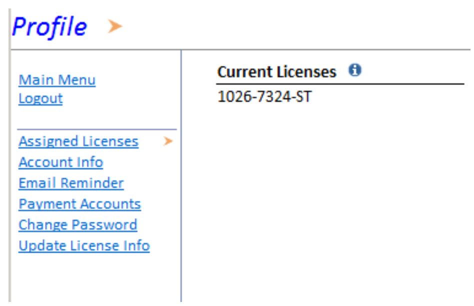
C. Change Profile

Assigned Licenses – Displays all licenses currently assigned to the User. Returns and payments may be made through this EPath account for all licenses listed.

Administrator View
Can see all Licenses in the Account



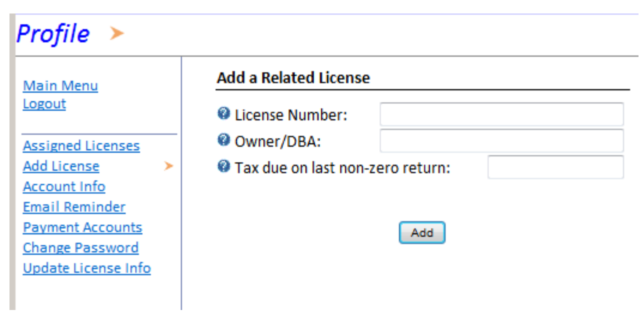
User View
Only sees licenses assigned to the User.



Add License – If the owner has multiple locations or multiple businesses (all have the same FEIN), they can file returns for all licenses under one EPath Account.

Only the Administrator may add License to an EPath Account. Enter the following:

1. License number as displayed on the license card or statement of account
2. Owner/DBA as displayed on the license card or statement of account
3. Tax due on last non-zero return (enter "0" for 911 Emergency Surcharge "E9" or "PP" licenses). For other license types call if you have not reported tax.
4. Click Add
5. Repeat for all licenses you want added to this account.

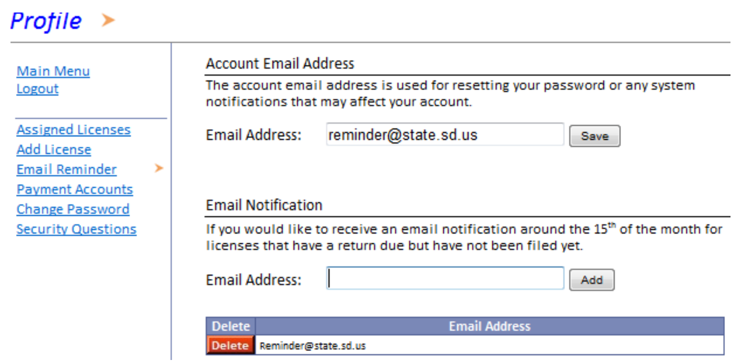


Click on Assigned Licenses. Verify the licenses appear in the Current Licenses list.

If you receive an Error or it will not add the account, verify the FEIN. If the business does not have the same FEIN it cannot be added to this account. If the FEIN is the same and you cannot add the license, please call 1-800-829-9188 for help in setting up the account.

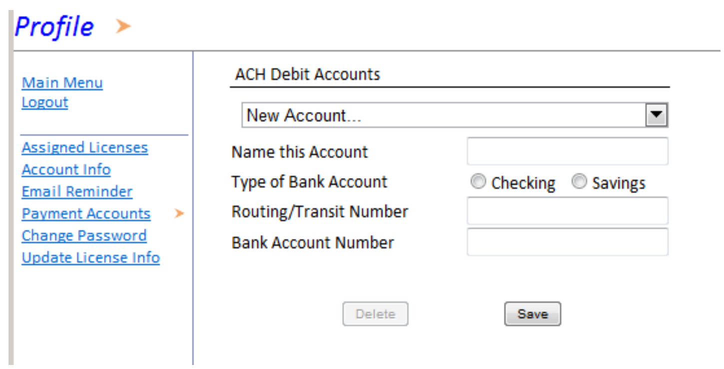
Email Reminder

- Account Email Address: This is where the email will be sent if you forget your password and where any system notifications will be sent.
- Email Notification: You will receive an email notification if you have not filed the current return by the due date. You may have a reminder sent to others by adding their email. You may delete someone from receiving an email by clicking the delete button next to their email.



Payment Accounts - If you pay by ACH Debit you may set up bank accounts to use for payment or you may enter the account information each time you make a payment.

To add an account, enter a name for the account, the account information, and click on save. The name of the account is added to the drop down list at the top and will show in the drop down lists when you are making ACH Debit payments.



You may add multiple accounts. Payments are withdrawn from the account you select when making a payment.

Change Password – You may change your password at any time

Minimum password length is 8 characters.

Password must contain: 1 Uppercase letter
1 lowercase letter
1 nonalphanumeric character (such as a !, #, %, or ?).

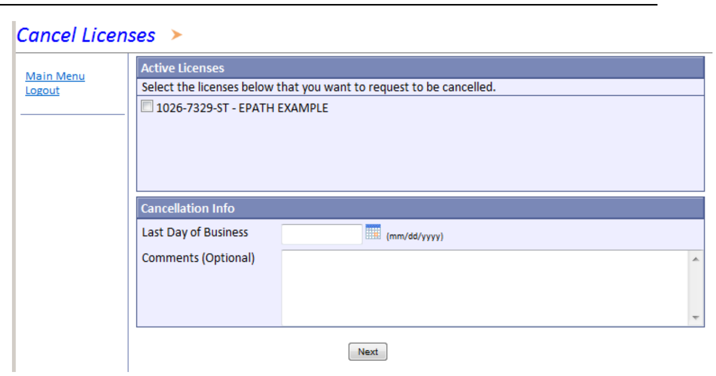
Forgot your password? You will need to answer the security question, and then a new password will be sent to your email address. You will need to change this password when you login.

Security Questions – Security questions or answers to security questions may be changed any time. Select Account Info on the Update Profile page.

D. Cancel Licenses

If you are no longer in business you should cancel your license. Check the box for the license(s) you wish to cancel, enter the last day of business. There is a place to add comments if you choose. Select Next. You must enter your name on the following page to authorize the cancellation request.

Print the "Confirmation of Cancellation" for your records. If you did not intend to cancel a license contact the Department at 1-800-829-9188.

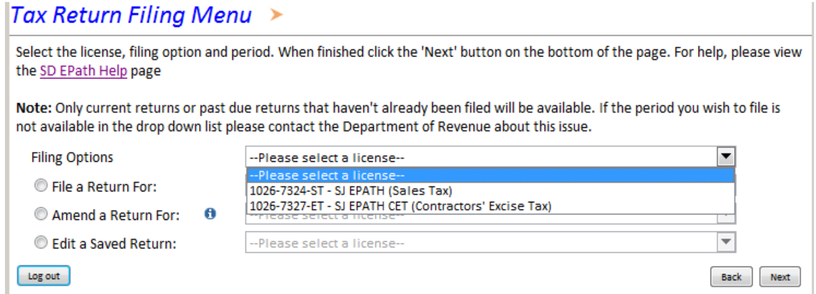


All returns must be filed and paid through the cancellation date. If any taxes or surcharges are due after the date of cancellation contact the Department.

E. File Return/Payment

Select the license number.

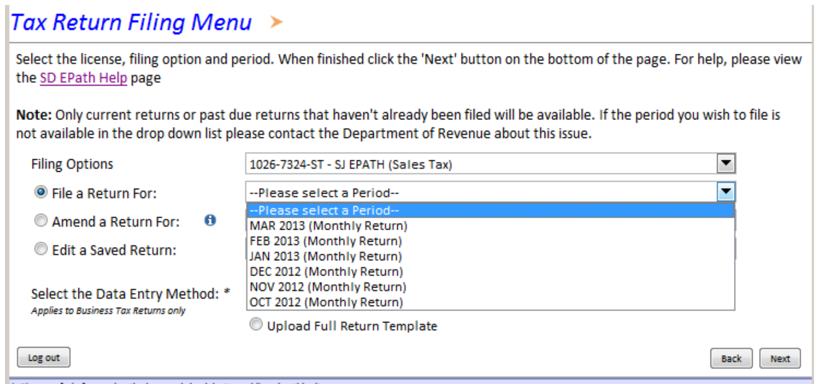
Select File a Return, Edit a Saved Return, or Amend a Return.



File a Return – All returns due or past due will show in the drop down box.

A. Select the reporting period to file.

All returns are automatically saved.



B. Select the Data Entry Method.

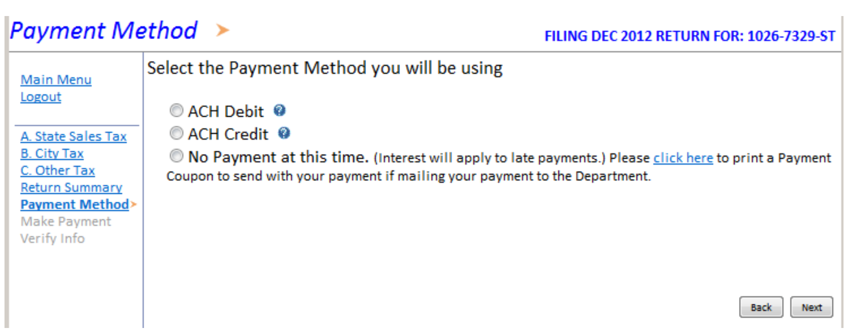
- Sales, Use, and Contractors' Excise Tax - Select the Data Entry Method: Manual Data Entry, Upload User Define City Schedule Data File, or Upload Full Return Template.
- MOTOR FUEL: Select the Data Entry Method - Upload File Containing Data or Manual Data Entry
- 911 Emergency Surcharge licenses - Select Next, an upload option for E9 licenses is provided for the 911 Emergency Surcharge data on the next page.

Edit a Saved Return – All returns started, but not submitted, will show in the drop down box. If no returns are available to edit, it will display "You do not have a return that has been saved at this time."

You can also access the saved return through File a Return where you have an option to delete existing data and start the return again.

Select Payment Method and Enter Payment Information

See Section F Payments for Payment Information

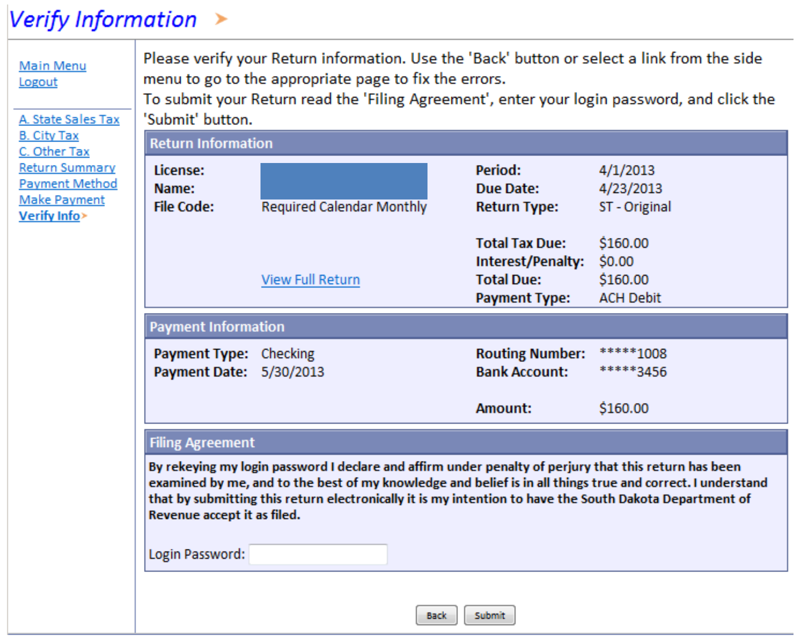


Verify Info and Submit Return

You can view the full return in PDF format before and after you submit the return. To view click “View Full Return” or “View Return in PDF Format” after submitting.

To submit a return: Enter your Login Password on the Verify Information page under the Filing Agreement. A confirmation page will displayed. Print the confirmation page for your records.

To Print the Return: Click “View Full Return”. This will display the full return in PDF format for you to print or save. You may also print the return from the Confirmation page.



Verify Information

Main Menu
Logout
A. State Sales Tax
B. City Tax
C. Other Tax
Return Summary
Payment Method
Make Payment
Verify Info

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.
To submit your Return read the 'Filing Agreement', enter your login password, and click the 'Submit' button.

Return Information

License:	[redacted]	**Period:**	4/1/2013
Name:		**Due Date:**	4/23/2013
File Code:	Required Calendar Monthly	**Return Type:**	ST - Original
		Total Tax Due:	$160.00
		Interest/Penalty:	$0.00
	View Full Return	**Total Due:**	$160.00
		Payment Type:	ACH Debit

Payment Information

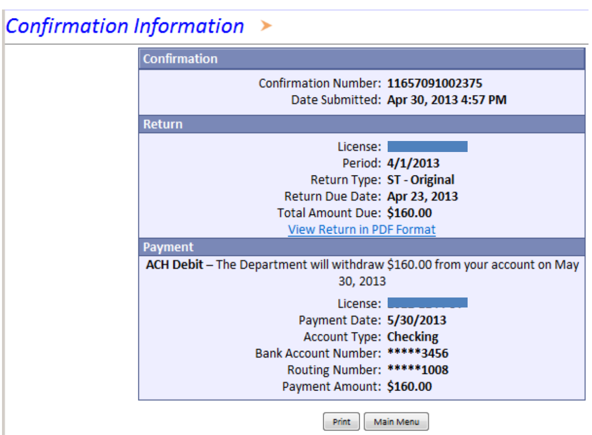
Payment Type:	Checking	**Routing Number:**	*****1008
Payment Date:	5/30/2013	**Bank Account:**	*****3456
		Amount:	$160.00

Filing Agreement

By rekeying my login password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password:

Back Submit



Confirmation Information

Confirmation

Confirmation Number: **11657091002375**
Date Submitted: **Apr 30, 2013 4:57 PM**

Return

License: [redacted]
Period: **4/1/2013**
Return Type: **ST - Original**
Return Due Date: **Apr 23, 2013**
Total Amount Due: **$160.00**
View Return in PDF Format

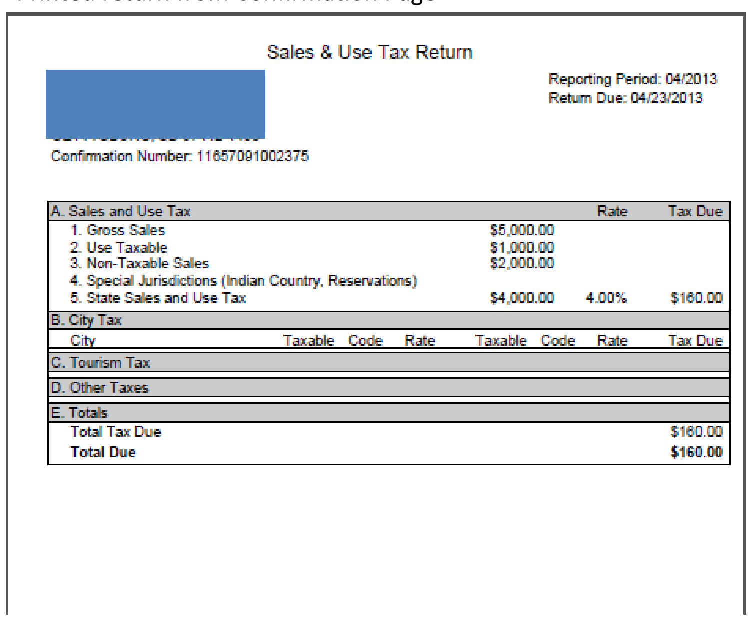
Payment

ACH Debit – The Department will withdraw $160.00 from your account on May 30, 2013

License: [redacted]
Payment Date: **5/30/2013**
Account Type: **Checking**
Bank Account Number: *******3456**
Routing Number: *******1008**
Payment Amount: **$160.00**

Print Main Menu

Printed return from Confirmation Page



Sales & Use Tax Return

[redacted]

Reporting Period: 04/2013
Return Due: 04/23/2013

Confirmation Number: 11657091002375

A. Sales and Use Tax		Rate	Tax Due
1. Gross Sales	$5,000.00		
2. Use Taxable	$1,000.00		
3. Non-Taxable Sales	$2,000.00		
4. Special Jurisdictions (Indian Country, Reservations)			
5. State Sales and Use Tax	$4,000.00	4.00%	$160.00

B. City Tax							
City	Taxable	Code	Rate	Taxable	Code	Rate	Tax Due

C. Tourism Tax

D. Other Taxes

E. Totals	
Total Tax Due	$160.00
Total Due	**$160.00**

UPLOAD Information

Templates for Uploads are available at: http://dor.sd.gov/EPath/forms.aspx

Upload Instructions for Motor Fuel Supplier Returns

Motor Fuel Supplier Disbursement Templates and upload information at **http://dor.sd.gov/EPath/forms.aspx**

Upload Instructions for 911 Emergency Surcharge Returns

Upload Template provides templates in Excel (*.xlsx); 97-2003 Excel (*.xls) and CSV (*.csv) to use in the upload process. Select the format you can use and Save it to your computer.

The template includes all jurisdictions (counties/cities) reported on the State 911 Emergency Surcharge return. Enter the total number of each type of user line for each jurisdiction.   Save the file.

Upload File will pull the data from your template to the 911 Return. Use Browse to select your file, and then select Upload File. The data will be added to your return. EPath will calculate surcharge, administrative fee, and the total amount due. Review the return and make necessary changes submitting the return.

Upload Instructions for Sales, Use and Contractors' Excise Tax Returns

Upload User Define Schedule allows you to use the .csv and .txt files previously used in SD Quest. This will pull data from your template to the sales and use tax or contractors' excise tax return. You will manually enter the data for lines 1 Gross Sales, 2. Use Taxable, and 3. Deductions on the sales tax return. And will manually enter lines 1. Gross Receipts, 2. Owner-furnished Material, and 3. Deductions on the excise tax return.

The User Defined Schedule may include all fields such as city tax, tourism, special jurisdiction tax, motor vehicle leasing, Sioux Falls lodging, and wireless gross receipts tax that have codes to report under. The schedule must include the 4 digit code and the amount. The codes may be listed with or without the dash.

Be sure to **remove all codes for Special Jurisdiction or Water Projects** from your sales tax upload. This includes the following codes: 408-2, 411-2, 412-2, 413-2, 414-2, 418-2, 417-2, 502-2, 505-1, 506-1, 507-1, 508-2

Upload Return allows you to upload all or part of the data for your sales or contractors' excise tax return using an Excel or CSV file. Templates are available in (*.xlsx) and CSV (.csv).   You may create your own sales tax or contractors' excise tax template.

A Return Template must contain an **exact match** for the column headings: Name, Code, Rate, Taxable

The following rows must have an **exact name** match (A "0" will be put in that field if the name does not match exactly):

- Sales Tax Template:
  - Gross Sales
  - Use Taxable
  - Non-Taxable Sales
- Contractors' Excise Tax Template:
  - Gross Receipts
  - Owner-furnished Materials
  - Deductions
  - State Sales and Use Tax

The remaining items have 4 digit codes that must be used. Codes must be used to upload data for city tax, tourism tax, special jurisdiction reporting, motor vehicle leasing, Sioux Falls lodging, and wireless gross receipts tax.

Do not include any codes for excise taxes on your sales tax return.

- **Edit a Saved Return – All returns started, but not submitted, will show in the drop down box.**

When you open a return, it is automatically saved. If you do not complete and submit the return, you may access it through Edit a Saved Return. You may change, delete, or add information necessary to complete the return and payment.

- **Amend a Return**

Corrections to returns must be made within three years from the date the payment was made or the return was due, whichever is earlier.

Returns you can amend online are listed in the drop down box under Amend a Return on the File Return/Payment page. Please allow 2-3 days after you submit the original return for processing by the Department.

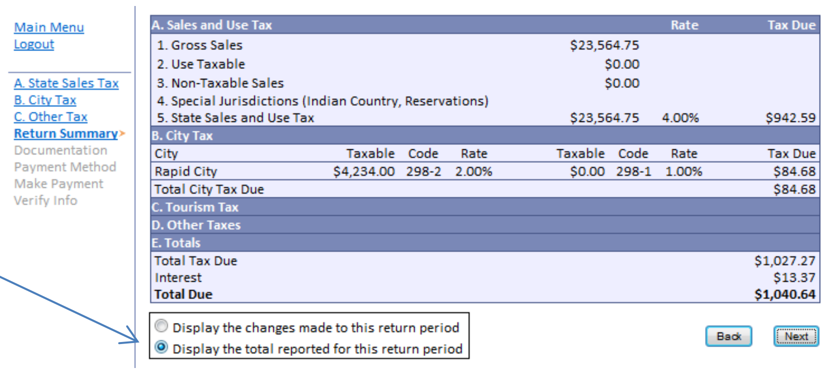
Returns may be amended online one time. To correct a previously amended return, please call the following:

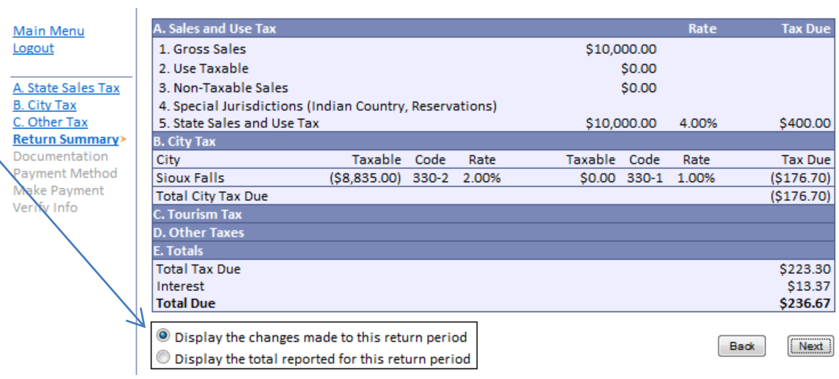
- Motor Fuel returns call 605-773-4109.
- Sales and Contractors' Excise Tax returns call 1-800-829-9188.
- Prepaid Wireless 911 Emergency Surcharge returns, registrations ending in "PP" call 1-800-829-9188

Contact the Department at 1-800-829-9188 if you need to amend returns for the 911 Emergency Surcharge accounts with registrations ending in "E9" – these returns cannot be amended online.

- Select Amend a Return and select the return to amend from the drop down box.
- Enter the corrected amounts:
  - **Motor Fuel Supplier:** You may select to Upload File Containing Data or Manually Enter Data. For Manual Data Entry, you may select to enter all data as it should be reported or enter just the changes.
  - **Sales, Use, and Contractors' Excise Tax Returns:** Enter the total amounts that should be reported for the reporting period. Data may be upload, using the same process as the original return.
  - **Prepaid Wireless 911 Emergency Surcharge Returns**: Enter or upload the total receipts for the month.

- EPath calculates the additional amount due or credit. The return summary page provides an option to view the corrected return or view the changes to the return.

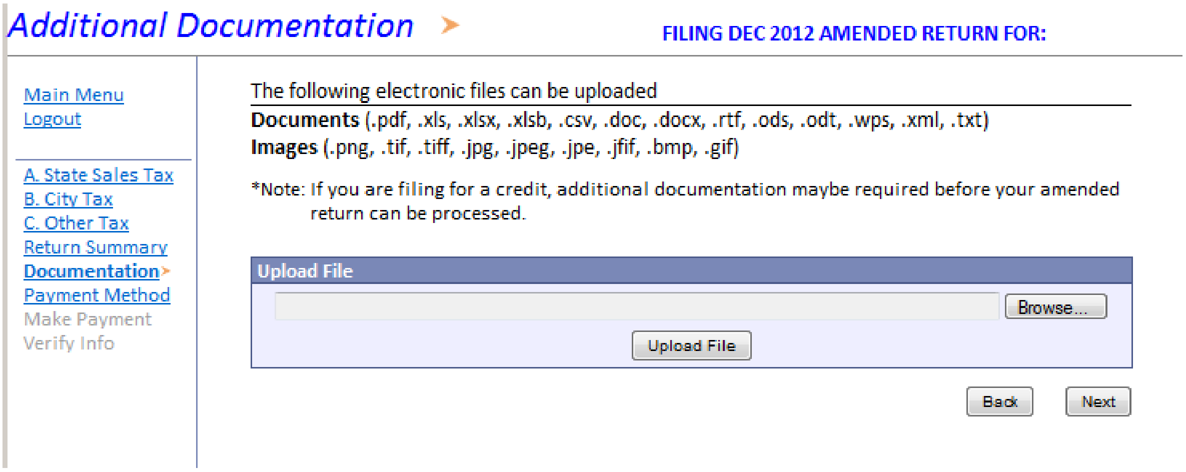




- Additional Documentation
  Amended returns resulting in a credit must include documentation to support the credit. Examples of items to support the credit include but not limited to the following:
  - Credit memo issued to customer
  - Report used to determine new amounts and the report use to determine old amounts
  - Copy of late exemption certificate with invoice

Credits may be a result of an overcharge to a customer. This overcharge must be refunded to the customer after the credit is received. Additional documentation may be needed to prove the credit was refunded to your customer.

You may upload documentation after you enter the corrected data and review the return summary.



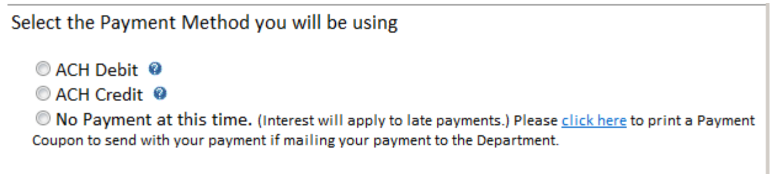
- You may pay additional amounts due by ACH Debit, ACH Credit, or paper check.

- The Department may review amended returns and request additional documentation. You will be notified when amended returns resulting in credits are approved. Amended returns showing additional amounts due will be processed, however, they may be further reviewed, and you will be contacted if any changes are necessary.

- Approved credits will be applied to your account and may be used on future returns.

F. Payments

Amounts due may be paid electronically by ACH Debit or ACH Credit. If you are unable to make an electronic payment, you may send payment by paper check.



ACH Debit Payments

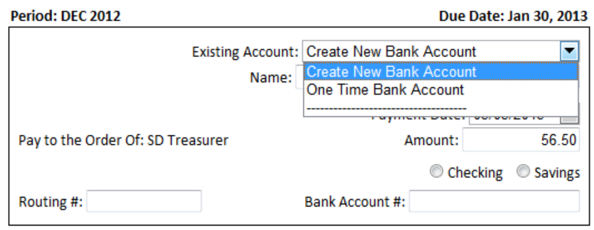
Under this method you authorize the Department of Revenue to automatically transfer the tax payment from your bank account to the Department's bank.

ACH Debit Payment information must be submitted in EPath two days prior to the date scheduled. For example, a payment scheduled for May 30 must be entered by May 28.

Some banks block ACH Debit transactions, please contact your bank to authorize the Department's ACH Debit transaction. The Department of Revenue's bank originator number is 9466000364.

You will receive a confirmation number when the payment is successfully submitted. Print the confirmation page for your records.

You may Create New Bank Account (which is saved for future use), use a One Time Bank Account (information is not saved), or select a Bank Account previously saved.



- **Payments with Returns** – an ACH Debit Payment may be submitted with a return.

1. Under **Existing Account** select the account you want the Department to withdraw payment from.
2. The **Payment Date** for a current return is set for the 2nd to last business day of the month.
   The payment date for a return filed late is set for the next Friday, or you may select a date from the drop down box.
3. The **Amount** shows the amount due from the return being filed. If you have a prior balance due, add that to the amount and enter the total due. If you have a prior credit, subtract that from the Amount and enter the difference. If the credit is greater than the amount due, do not make a payment at this time.

- **Payment Only** – An ACH Debit payment may be made at any time. This may be used to pay a current return, late return, or additional amount due.

1. Select the **License** payment is to apply to
2. **Bank Account**: select or create the account you want the Department to withdraw payment from.
3. **Payment Date**: Is set for the next Friday, or you may select a date from the dropdown box.
4. **Amount**: Enter the payment amount.
5. **Type, Routing # and Bank Account #:** Enter the bank information if you are creating a new account or using an account for a one-time payment.
6. **Select Create** – this creates the payment and will save account information if you create an account or change details in an existing account. Account information for a One Time Bank Account transaction will not be saved.

Create New Bank Account – You may enter and save your bank account information for future use.
Enter the following:

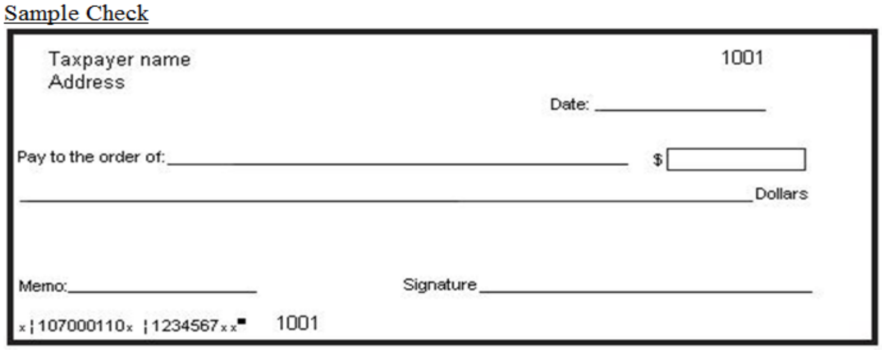
1. **Name this Account –** create a name for the account
2. **Payment Date** – For a current return, payment date defaults to the 2nd to last business day of the month. For all other payments, the date defaults to the next Friday. You may make payments on the 2nd to last business day of the month or any Friday. ACH Debit payment information must be submitted 2 days prior to the scheduled payment date.
3. **Amount** of Payment
4. **Type of Account**: The type of bank account, either checking or savings.

5. **Bank Routing Transit Number**: The Routing Transit number of your bank can be found on your checks. (This is a 9 digit number.) See below for an example.
6. **Bank Account Number**: The bank account number of the account you authorize the Department to withdraw (debit) funds from. See below for an example.
7. Select **Create** to save information. This account will show in the Bank Account drop down list next time you make a payment.

You may add, edit, or delete Bank Accounts under Change Profile, Payment Accounts.

You may view, edit, or delete pending ACH Debit payments under View/Edit Pending Electronic Payments. The edit process allows you to select a different license, bank account, payment date, or change the Amount.

Sample Check



Bank Routing Transit Number: 107000110
Bank Account Number: 1234567

ACH Credit Payment

Under this method, you initiate payment through your bank to the Department of Revenue's bank account. You may make an ACH Credit payment at any time; however, you must notify your bank to make the necessary arrangements for the payment transfer for each filing period in time to ensure the Department receives the payment on or before the due date. For current returns, the payment due date is the second-to-last working day of the month. Interest is assessed if the payment is received late.

You are responsible for any costs associated with an ACH Credit Payment.

Transfers must be made in the NACHA CCD+ format using the TXP Convention. The bank must include your license number in the TXP information. If it is not included the Department will not know which account to apply the payment to.

Please provide a copy of the ACH Credit Bank Information to your bank.

Payment by Check

If you cannot make an electronic payment, you may send payment by check. Print the payment coupon that is available when you select the payment method or on the confirmation page. Send the payment coupon with your payment. Payment by check may be made at any time, however if payment is not received by the due date interest will apply. The due date for monthly filers that pay by check is the 20th of the month. The postmark date is considered the date payment is made.

G. View History

The administrator can view account information for all accounts added to that EPath account. Each user only has access to accounts allowed by the administrator.

View Account Activity – You may view all account activity for the license you select from the list. Pending items are items submitted but not yet processed or applied to your account. Under the Processed items, you may view details of any underlined return by clicking on it. Please allow 2-3 days for a return to be applied to your account.

Pending Items

Period	Postmark	Type	Amount
	04/29/2013	ACH Debit Payment	($5,935.63)
	04/26/2013	ACH Debit Payment	($2,023.75)
02/2013	04/23/2013	Electronic Amended Return	$2,023.75
	04/12/2013	ACH Debit Payment	($305.00)
03/2013	04/09/2013	Electronic Amended Return	$20,400.00
	03/27/2013	ACH Debit Payment	($909.00)

Processed Items

Period	Postmark	Type	Tax	Interest	Penalty	Balance
02/2013	04/09/2013	Electronic Return	$300.00	$5.00	$0.00	$6,264.98
03/2013	03/26/2013	Electronic Return	$5,935.62	$0.00	$0.00	$5,959.98
	11/08/2012	Payment	($149.84)	$0.00	($5.64)	$24.36
10/2012	11/08/2012	Return	$149.84	$0.00	$0.00	$179.84
09/2012	11/05/2012	Return	$0.00	$0.00	$0.00	$30.00
08/2012	11/05/2012	Return	$0.00	$0.00	$10.00	$30.00
07/2012	11/05/2012	Return	$0.00	$0.00	$10.00	$20.00
	09/19/2012	Payment	$0.00	($5.00)	($46.17)	$10.00
06/2012	09/19/2012	Return	$0.00	$0.00	$10.00	$61.17
	06/28/2012	Payment	($200.32)	$0.00	$0.00	$51.17
05/2012	06/28/2012	Return	$200.32	$5.00	$0.00	$251.49
04/2012	06/28/2012	Return	$0.00	$0.00	$0.00	$46.17
03/2012	06/28/2012	Return	$0.00	$0.00	$10.00	$46.17

License # [redacted]

CONTRACTORS' EXCISE TAX RETURN
Reporting Period: 02/2013
Return Due: 03/25/2013

Confirmation Number: 10826281002260

A. Contractors' Excise Tax Calculations		Code	Rate	Tax Due
1. Gross Receipts	$30,000.00			
2. Owner-Furnished Materials	$0.00			
3. Deductions	$25,000.00			
4. Special Jurisdictions				
5. State Contractors' Excise Tax	$5,000.00		2.00%	$100.00
B. Sales and Use Tax Calculations				
6. State Sales and Use Tax	$0.00		4.00%	$0.00
7. Special Jurisdiction Reporting				
C. City Tax				
Pierre	$10,000.00	284-2	2.00%	$200.00
Total City Tax Due				$200.00
D. Totals				
Total Tax Due				$300.00
Interest				$5.00
Total Due				**$305.00**

View Pending Items – these are returns or payments submitted but not yet applied to your account. You will not be able to view the return details until the return is applied to your account. It may take 2-3 days to for the return to be applied to your account.

View/Edit Electronic Payments – You may view, edit, or delete, any pending ACH Debit payment. Or schedule a new payment.